

Class Concept

Incumbents typically report to the State Procurement Director within the State Division of Purchase and Contract. Positions in this class oversee a major component of the State Purchase and Contract Division and typically serve as Deputy State Purchase and Contract Director. Position may represent the office external to the organization as needed. Positions in this class assist management with strategic planning, organizing business functions, and quality assurance. Positions in this class act as experts in the review and analysis of specialized procurement issues. Work includes consulting with the agency management staff in budget planning, obtaining contract services, technical consulting services, training, guidance and recommendations for improving procurement operations, while ensuring fiscal responsibility. The position directs and supervises the operation of a staff of professionals in specialized procurement areas and support personnel. All work is accomplished within the strict limitations of authority specified by statute and by State Division of Purchase and Contract policy and procedure.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge in general procurement and purchasing procedures and regulations of the State of North Carolina.
- Thorough knowledge of state and federal laws and regulations applicable to the area of employment.
- Thorough knowledge of technology included automated procurement systems, e-commerce, e-procurement, and material management-related operations.
- Thorough knowledge of economics, market conditions, procurement and supply management.
- Ability to evaluate and analyze bids, coordinate selection activities and recommend award.
- Ability to exhibit strong strategic thinking capability with a high level of negotiation skills.
- Ability to perform risk analysis and recommend action to minimize risk.
- Ability to manage supplier performance and cost objectives.
- Ability to supervise procurement specialist staff and serves as mentor/coach to procurement staff as needed.
- Ability to investigate and resolve complaints from departments about products or equipment defects and from vendor regarding bid protest and contract awards
- Ability to perform cost and price analysis of commodities, services and equipment. Identifies total cost of ownership and/or life cycle cost analysis.
- Ability to lead the execution of the strategic sourcing methodology for high-value, complex requisitions, collaborating with State Procurement and end-users as required / appropriate.
- Ability to apply sound business judgment and work in a deadline-oriented environment.
- Ability to develop of procurement strategies
- Identifies sources of supply, usually assist in specification development and bid evaluation. □ Possess solid negotiations and proven leadership skills.

Minimum Education and Experience

Bachelor's degree in Business from an appropriately accredited institution and five (5) years of progressive procurement experience, two (2) years of which must be of a supervisory nature; or an equivalent combination of education and experience.

Necessary Special Requirement

Completion of the North Carolina Procurement Manual Training Program and North Carolina Contract training program within one year of hire into position.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.